

STATE OF COLORADO

DEPARTMENT OF LOCAL AFFAIRS

Colorado Office of Workforce Development

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Category:	Workforce Investment Act
Subject#:	PY06 WIA Adult Discretionary Assistance Grant Guidelines
Source:	Federal/State
Replace:	
Contact:	Director of the Office of Workforce Development
Distribution:	Workforce Investment Board Chairpersons, Workforce Region Directors, Managers, Program and Fiscal Staff
Council Policy Guidance Letter #:	06-01
Date:	November 8, 2006

PLEASE NOTE: The Office of Workforce Development (OWD), within the Department of Local Affairs, will be administering the WIA 10% Discretionary Funds, and will be working directly with the regions regarding financial and quarterly reporting documentation. Additional instructions are included (Attachment 3) to clarify what the OWD will require based on the rules of the Department of Local Affairs. However, your Workforce System Specialist at the Colorado Department of Labor & Employment (CDLE) should still be provided copies of all correspondence.

NEW FOR PY06 – No grant proposals will be considered in excess of \$200,000.00.

*All proposals are due on **Friday, December 15, 2006**, and will be rated in accordance with the guidelines outlined in the PGL.*

I. REFERENCE(S):

Workforce Investment Act, Public Law 105-220

II. PURPOSE:

To provide guidelines for Local Workforce Investment Boards and Workforce Regions to apply for WIA 10% Discretionary Funding for adults. All projects funded under these guidelines will have a projected start date in February 2007.

III. BACKGROUND:

The Workforce Investment Act (WIA) sets aside discretionary funding to be used for

special projects relevant to workforce and labor market conditions that exist in the state. Section 134 (a)(3) of the Act, specifically states that funds available under this section can be used for activities such as exemplary programs, research and demonstration efforts, innovative incumbent worker programs, and special projects to assist local areas in carrying out local employment and training activities.

The Colorado Workforce Development Council (CWDC) has designated a portion of the WIA 10% Discretionary Funds for special statewide projects that serve adults.

Due to the economy in Colorado, each workforce region can determine the best use of the funds to better serve the adult population. Members of the CWDC Committees will review the request for grants to assist local workforce boards in resolving local issues that are consistent with the four system goals, which are:

SYSTEM GOALS

1. Coordinate and demonstrate the need to make education and workforce development the state's number one economic development priority.
2. Support Local Workforce Investment Boards in sector-based activities that produce workers for high demand high-skilled jobs, and increase the supply of high-skilled workers developed in Colorado.
3. Support local Centers and operators in their efforts to strengthen regional economies through locally driven strategically targeted workforce development activities.
4. Produce a workforce system that meets the needs of Colorado businesses and communities, and receives active business participation and support.

IV. POLICY/ACTION:

A. Goals and Priorities for the PY06 Adult Discretionary Funds

The Workforce Regional Directors have established five areas that they would like to focus the Discretionary Funds upon in PY06.

- Economic Development
- Worker Credentialing
- Services to Special Populations
- Employer Services
- Designing and implementing a fee for service program

All Discretionary Fund Awards will be **announced prior to January 9, 2007**, and will be based on:

1. Receipt of the proposal
2. Availability of funds

3. Consistency with support of the system goals
4. Consistency with the established goals set forth by the Workforce Regional Directors.

Each proposal will be reviewed by members of the CWDC Committees and will be considered on an individual basis.

B. Adult Workforce Initiative Objectives

- Identify an adult workforce issue/opportunity in local areas.
- Involve local business and industry in the process.
- Document the cause and effect of the issue/opportunity on the local workforce and community. Identify how the creation/expansion of a specific project, with the infusion of additional funding, will help address the local adult workforce needs. Address how this resource will enhance the local workforce region in achieving WIA performance indicators, and which system goal it advances.

C. Criteria

- Grants will be reviewed on the strength and viability of the conceptual framework, consistency with system goals, the extent and alignment with the Directors' goals and priorities in conjunction with the Council's areas of targeted emphasis (Bonus Point Opportunities), measurable outcomes, and the clarity and supportability of the budget.
- Each of the Colorado Workforce Regions and Sub Regions can apply for funds that will address current workforce issues/opportunities.

D. Proposal Format

Proposal Content and Rating Criteria – See Attachment 1
Reporting Requirements – See Attachment 3
Signature Page – See Attachment 4

E. Review Process

A panel appointed by the Office of Workforce Development, which includes members of the Colorado Workforce Development Council, will review and rate only those proposals that are submitted on time and include all required proposal components. Prior to award notification, the Office of Workforce Development and the CDLE Workforce System Specialist Unit will conduct a technical review of the recommended proposals to insure that there is sufficient performance and other information to allow for the execution of a contract and monitoring of the grants. Regions will be asked to provide additional documentation, as needed.

F. Reporting Requirements and Monitoring

Directors of Workforce Regions receiving 10% WIA Adult Discretionary Grant

Funds are required to submit quarterly project status reports (**Attachment 2**) commencing with the first quarter of the funded project, and concluding with a closeout status report due within 60 days of project completion. Upon closeout of the grant, the grant awardees must submit a write-up of promising practices developed as a result of the project, and information on how the project could be sustained locally and replicated in other regions.

One original signed quarterly project status report should be submitted to the Office of Workforce Development and a copy should be provided to your Workforce System Specialist at CDLE.

Monitoring of grant performance will be conducted by the Workforce System Specialist from CDLE as part of the annual compliance monitoring process. Regions will also need to identify procedures for internal monitoring of these grants.

G. Grant Modification Requests

Should the need arise to modify a grant during the grant period of performance, regions are required to submit a formal request 60 days prior to the end of the grant performance period via email concurrently to the Office of Workforce Development (OWD) and their Workforce System Specialist at CDLE. Such requests may involve adjustments to budget line items, performance goals, and/or extensions of the grant period of performance. When requests are submitted, they must include a brief narrative indicating the intended modification and the reason for the modification; how or if project activities will be impacted; and revised quarterly expenditure and performance charts, as well as any additional documentation that justifies the change. The modification request will be reviewed by OWD and CDLE with OWD making the decision to grant or deny the request.

Technical assistance is available from OWD and CDLE to help determine the best approach to modifying a grant and ensuring that performance outcomes and the original intent of the grant are achieved.

V. IMPLEMENTATION DATE:

Upon receipt of this PGL.

VI. INQUIRIES:

Please direct all inquiries to Glenn Little, Office of Workforce Development, at 303 866-2351.



Booker T. Graves, Director
Office of Workforce Development

ATTACHMENT 1

PY06 WIA 10% ADULT DISCRETIONARY GRANTS PROPOSAL CONTENT AND RATING CRITERIA

Proposal Format

Each proposal narrative must address all of the following factors to be considered for funding. There are 100 points available. The highest scoring proposals will be awarded funding, subject to available funds. The numeric value of each factor is listed as follows:

1. Conceptual Framework (30 Points)

- Provide a clear identification of the issue(s) and opportunity, with the cause and effect on the local workforce.
- Demonstrate the appropriateness of the method to be used to address the issue/opportunity.
- Provide a detailed description of the goals and objectives of the project, including how WIA performance indicators will be achieved.
- Detail how the project will utilize and advance the E³ (Education, Employment, Economic Development) system.
- Provide a description of the scope of work and the tasks involved in accomplishing the project, and indicate how this project may be coordinated with other programs, funds, and grants submitted for PY06.
- Define the role that local industry, academia and government members had in the development of the proposal and the relationship that will exist if the project is approved.
- Identify how the project is innovative and set apart from the current programs that are being used to address adult workforce issues.
- The period of performance must be clearly defined.

2. Alignment with Workforce Regional Directors' Goals and Priorities (20 Points)

- Identify the Priority Area(s) that will be the focus of the grant.
- Include letters of support from businesses/organizations/associations, outlining the level and type of involvement that will take place during the project.

3. Measurable Outcomes (25 Points)

- Identify measurable and quantifiable outcomes of the project.
- Provide a quarterly cumulative chart detailing activity goals and performance outcome goals if clients are receiving direct services from the grant. If clients are not receiving direct services, provide a chart of quarterly achievements or benchmarks for the project.
- Projects that involve direct client services require the determination and documentation of eligibility for WIA adult services and enrollment of these individuals into the Joblink database under the YX program codes. In addition, CDLE will assign a program subcode to be used with YX. (Note: Any local policy regarding priority of services for WIA adult programs does not apply to a discretionary grant.) This will allow for the tracking of client activities and outcomes. Please indicate who will be responsible for the eligibility and enrollment processes.

- Provide an assurance that all required quarterly reports will be submitted as detailed at the end of this PGL.
- Provide a detailed description of how the project will be sustained without further discretionary funding from the CWDC beyond the period of the project.

4. Budget and Narrative (20 Points)

- Provide a detailed line-item budget and narrative with justification for the resources necessary to accomplish the goals and objectives set forth in the scope of work. Indicate if additional resources may be leveraged from grants or funds submitted for in PY06.
- Within the budget, include funding information from all sources, such as in kind/partner contributions, community assistance, etc.
- Provide a quarterly cumulative chart of projected expenditures for the project. A sample can be found in **Attachment 2**.

5. Administrative Requirements (5 Points)

- Each proposal must be *no more than 7 (seven) typewritten pages* (not including the budget, charts, or letters of support).
- Proposals are *due by 5:00 PM Friday, December 15, 2006*
- Please submit *4 (four) copies* of the proposal to:

**Booker T. Graves, Director
Department of Local Affairs
Office of Workforce Development
1313 Sherman St., Suite 521
Denver, CO 80203**

Four original signature pages are required (or as many original signature pages as required by your local jurisdiction). *The Workforce Director, Local Workforce Council Chairperson, and individual preparing the proposal must sign each copy of the proposal.* A sample signature page is found in **Attachment 4**.

Bonus Point Opportunity:

Up to two (2) bonus points may be awarded for proposals that incorporate the Wagner-Peyser funds that they receive from CDLE.

Up to two (2) bonus points may be awarded for proposals that demonstrate partnerships with one to two additional workforce regions. Up to five (5) bonus points may be awarded for proposals that demonstrate partnerships with three or more workforce regions.

Up to three (3) bonus points may be awarded for proposals that incorporate two or more priority areas as defined by the Workforce Region Directors (line item 2).

ATTACHMENT 2

WIA 10% ADULT DISCRETIONARY FUND QUARTERLY REPORT FORMAT

July - September 30, due: October 31 _____
October 1 – December 31, due: January 31 _____
January 1 – March 31, due: April 30 _____
April 1 – June 30/closeout due: July 31 _____

Workforce Region: _____

Contact Person: _____

Address: _____

Telephone #: _____ Fax # _____

Email address: _____

Project Name: _____

Funding Source and Year: _____

Total Funds: _____

Project Period of Performance: _____

- I. Project Status (Briefly describe the project and the accomplishments of your project goals to date.)
- II. Describe any problems or successes that you have encountered or want to share as “best practices”.
- III. Have the project goals described in your proposal been accomplished? If not, what is the status and your plan for accomplishing the goals?
- IV. Participant (if applicable) and Expenditure Goals:

Quarter Ending:	Planned (cumulative)	Actual (cumulative)	% of Plan
Total Enrollments			
Total Terminations			
Total Expenditures			
Other -as appropriate			

- V. Have you entered the information for successful projects into the Promising-Practices.org website? If so, indicate the date entered and the name of the project as entered into the database_____.

- VI. Signatures

Workforce Region Director: _____

ATTACHMENT 3
REQUEST FOR PAYMENT FORM
PY05 WIA 10% ADULT DISCRETIONARY FUNDS

1. GRANTOR Department of Local Affairs Office of Workforce Development 1313 Sherman St, Room 521 Denver, CO 80203	2. TYPE OF PAYMENT <input type="checkbox"/> Partial <input type="checkbox"/> Final	3. RECIPIENT ORGANIZATION (Name, Address, Telephone Number)
4. PERIOD COVERED BY THIS REQUEST From: _____ TO _____	5. PAYMENT REQUEST #: _____	6. AWARD LETTER NUMBER

7. PURPOSE FOR GRANT FUNDS REQUESTED				
	Expenditures			
Budget Line(s) Per Award Letter	Budget (A)	Previous Request(s) (B)	Current Request (C)	Balance (A-B-C)
TOTAL:				

8. COMMENT:

9. CERTIFICATION: I certify to the best of my knowledge and belief the data above is correct and that all expenditures were made in accordance with the grant requirements.

SIGNATURE OF AUTHORIZED OFFICIAL

NAME AND TITLE (Type or Print)

DATE

STATE REVIEW Approved by: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Program/Project Manager Date </div>	Comment:
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REQUEST FOR PAYMENT FORM INSTRUCTIONS

PY06 WIA 10% Adult Discretionary Funds will be administered by the OWD, within the Department of Local Affairs.

The process for receiving funds is based upon a reimbursement system. Regions can submit monthly or quarterly invoices (**Attachment 3**) for reimbursement from the OWD. The Requests for Payment must be submitted to the OWD with original signatures. To ensure that your reimbursement is accurate and timely, please provide appropriate back-up documentation.

Examples of documentation required:

1. If billing for staff time, supply a copy of a timesheet for the time being billed.
2. If billing for contracted services or activities, submit a copy of the contractor's invoice.
3. If billing for supplies, submit a copy of the vendor's itemized invoice.
4. If billing for phone, include a copy of the phone bill.
5. If billing for a training or conference attended, include copies of the registration and all receipts.

ATTACHMENT 4

**PY06 WIA ADULT DISCRETIONARY GRANTS
SIGNATURE PAGE**

NAME OF APPLICANT REGION: _____

ADDRESS: _____

CITY: _____

PHONE/FAX: _____

CONTACT PERSON: _____

TITLE: _____

PERIOD OF PERFORMANCE: _____

AMOUNT REQUESTED: \$_____

Name and Signature of Person Preparing Proposal

DATE: _____

Name and Signature – Workforce Director

DATE: _____

Name and Signature – Local Workforce Board Chairperson

DATE: _____